# A QUICK GUIDE TO PANOPTO

**A** ACCESS PANOPTO
Download the Panopto desktop recorder (MacOS or Windows PC) or use Panopto Capture (browser)

**B** RECORD
Record and upload your lecture to your Panopto folder - 'My Folder'

**C** EDIT
Edit recording if necessary e.g. top-and-tail if needed

**D** RENAME
Include course, lecturer name, title of lecture, lecture number or date

**E** MOVE
Move your recording to the Panopto folder linked to the course Moodle site

## ANY PROBLEMS?

**F** Visit the self-enrolment Moodle site - 'Getting to Grips with Online (Remote) Learning' - for help

**G** Visit the Panopto support pages: https://support.panopto.com/s/

https://cambridgelectures.cloud.panopto.eu/Panopto/